

Cross of Christ Preschool

11655 W. McMillan Road
Boise, ID 83713

(208) 375-3992
www.cocboise.org



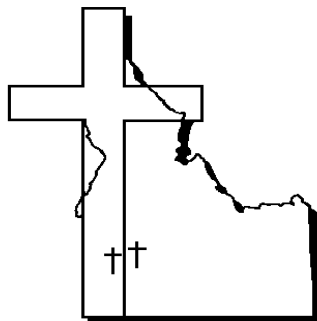
Preschool Handbook 2017-2018

Teaching Jesus' Love...
Lessons for this life...
Faith for the life to come!

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**Cross of Christ
Evangelical Lutheran Church
(WELS)**

Pastor John Steinbrenner
Pastor Matt Zimpelmann
Pastor Ben Workentine
Pastor Kurt Wetzal



We invite you to come
and worship with us.

Sunday Schedule

Worship Service 8:30 am
Sunday School 9:45 am
Adult Bible Class 9:45 am
Worship Service 11:00 am

Staffed childcare available at 11:00 am service.

Monday Schedule

Worship Service 6:30 pm

**Fee Schedule for
2017-2018**

Three Year Old Class

Tuesday/Thursday
9:00 - 11:30 am
Limited to 12 students

Registration Fee *	\$80
Monthly Tuition (September—May)	\$107
Full Payment (Paid before September 1)	\$915
Full Payment (Paid after September 1)	\$963

Combo Class (3/4/5 Year Old Class)

Tuesday/Thursday
12:30 - 3:00 pm
Limited to 16 students

Registration Fee *	\$80
Monthly Tuition (September—May)	\$107
Full Payment (Paid before September 1)	\$915
Full Payment (Paid after September 1)	\$963

4/5 Year Old Class

Monday/Wednesday/Friday
9:00 - 11:30 am
Limited to 16 students

Registration Fee *	\$80
Monthly Tuition (September—May)	\$152
Full Payment (Paid before September 1)	\$1,300
Full Payment (Paid after September 1)	\$1,368

Combo Class (3/4/5 Year Old Class)

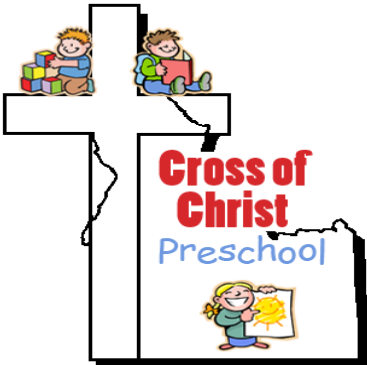
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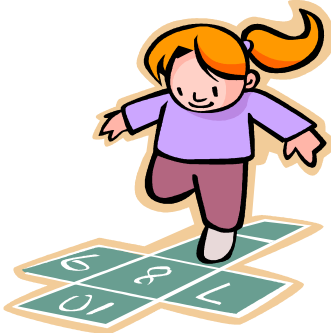
* Registration Fee is non-refundable unless the student withdraws prior to August 1.

Cross of Christ Preschool Table of Contents

Thank you for considering Cross of Christ Preschool. We would love to be a part of your child's early education. Blessings on your decision.



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A Message From Our Pastor...

We are proud to make **Cross of Christ Preschool** available to the families of our community. As an important arm of our church, Cross of Christ Preschool was established to further our mission of training young children in their spiritual, intellectual, physical, social and emotional development. Much more than a daycare, our trained staff will teach the children basic concepts that will prepare them well for their kindergarten and elementary school years. Much more than a school for the mind, our trained staff will also instruct the children from a Christian perspective so that every child's heart is touched. We want all of the children to see themselves as unique and special gifts from God who are to be treated with love and respect. We want all of the children to know and cherish how much Jesus loves them. As we educate the mind and heart, we consider ourselves partners with parents during this important time in each child's life.

So, whether teaching basic shapes and colors, sharing basic Bible stories or fostering social interaction - our dedicated staff will assist all children to grow in a stimulating environment which is conducive to learning. Each child will be dealt with in a gentle, loving and respectful way. As such, Cross of Christ Preschool looks forward to growing with you and your child in:

***"Teaching Jesus' love...
lessons for this life... faith for the life to come!"***

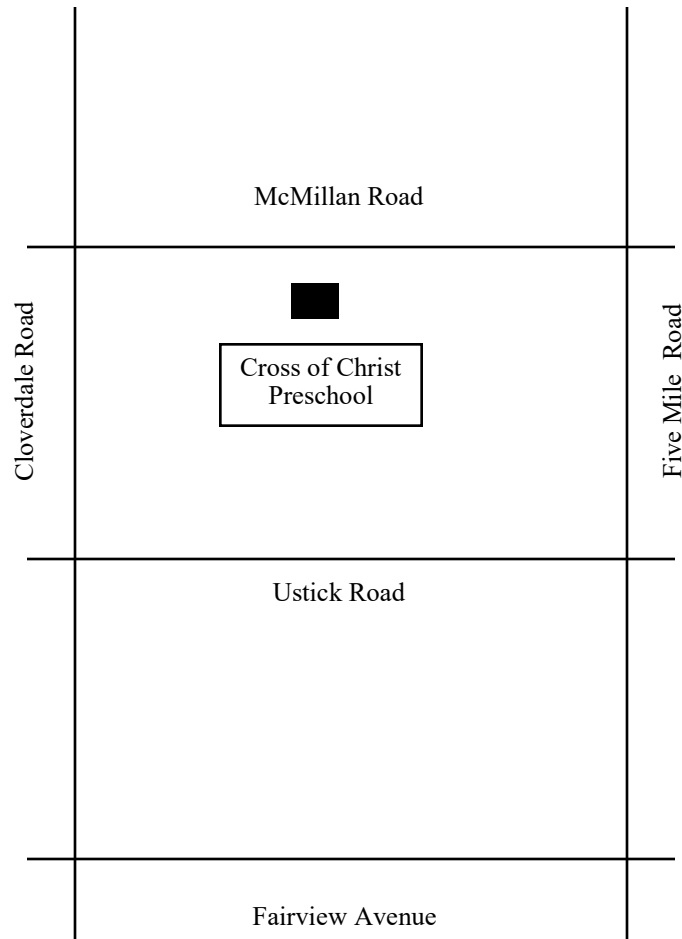
Pastor John Steinbrenner

Statement of Belief

Cross of Christ Preschool is an outreach mission of Cross of Christ Church. We are a congregation of the Wisconsin Evangelical Lutheran Synod (WELS). We do not claim to be the only saving church, but we do endeavor to preserve and to pass on the truth as it is found in the Bible. Therefore, among other things, we believe, teach and confess:

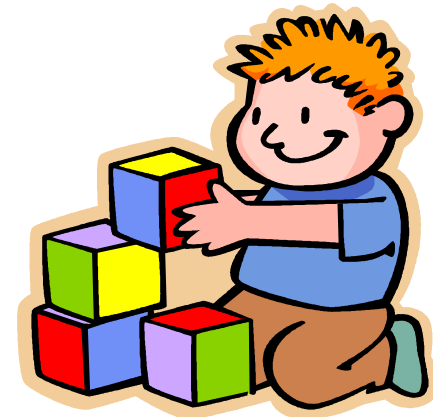
- God created mankind and He is to determine how we should live (Gen. 1 and 2);
- God is Triune, three persons but one God, a fact beyond all human understanding (1 Cor. 8:4; Mt. 28:19);
- We have utterly failed to be what God wants and requires of us and therefore He has every right to punish us for our sins and failures (Rom. 3:10-11; 6:23);
- Although many people try to gain favor with God by their "good" lives and "good" works, God has made it clear that no one will get to heaven by their own accomplishments (Prov. 16:25; Gal. 2:16; Jam. 2:10; Rom. 3:20);
- God is merciful and therefore has sent His Son, Jesus Christ, to save us - not by telling us what to do - but by actually doing it for us (Heb. 7:26-27; Gal. 2:16; 2 Cor. 5:21);
- Jesus is both true God and true man in one person (Jn. 1:1-2, 14);
- When Jesus died, He paid the full price for the salvation of the world (1 Jn. 2:2);
- Jesus rose from the dead, a fact that assures us of both His divinity and our salvation (Rom. 1:4; Jn. 11:25-26);
- God gives us the benefits of Jesus' life and death through faith (Rm. 3:28);
- The Holy Spirit works faith through the Word of God and the Sacraments of Baptism and the Lord's Supper (Rm. 10:17; 1 Pet. 3:21; Mt. 26:28)
- Out of love and gratitude to God for saving us, and to give him honor and praise, we want to live God-pleasing lives (Titus 2:14; Psalm 100).

**Directions to
Cross of Christ Preschool
11655 W. McMillan Road
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Our Mission

Our purpose is to teach children about the wonderful blessing of being God's children through faith in Jesus Christ. This will be accomplished by using God's law to show children their need for a Savior, and God's gospel to show children that Jesus is their Savior.



Curriculum

Our curriculum provides the child with age appropriate activities and experiences in the following areas:

Daily Bible Stories	Math
Community Awareness	Science
Language Arts	Arts and Crafts
Memorization	Creative Play
Fine and Gross Motor Skills	Social Development
Music and Movement	Basic Classroom Skills
Indoor and Outdoor Play	Basic Kindergarten Ready
"Handwriting Without Tears"	Zoophonics

Our classes are taught by a certified teacher in a loving Christ centered environment. Our teacher is assisted by a full-time classroom aide in all sessions containing more than 7 students.

Communication

Every effort will be made for the teacher to visit with the child in his/her home environment prior to the beginning of their first school year. This will aid the teacher to establish a rapport with both the child and the parents under comfortable and familiar surroundings.

In addition to the home visit, an opportunity for parents to meet with the Preschool Staff will be available between semesters. This is the time for parents to discuss their preschool experience and provide feedback.



Field Trips

There will be several field trips during the school year, the cost of which is not included in the tuition payments.

We ask that you **do not bring siblings** on field trips. This is a special time for your preschooler to enjoy alone with mom, dad, or grandparent.

Generally, we meet at the field trip destination. Parents may carpool at their own discretion.





Snack Policy

The children will have a snack time every day. The parents are asked to supply snacks for the class. This will occur several times during the school year.

The snacks need to be commercially prepared and in unopened packages. They need to be nutritious and low in sugar. At no time will home-made treats be given to the children. You will be allowed to bring special commercially prepared treats on birthdays or "half birthdays".

Your child's teacher will have more information.



Ready for Preschool?

IS YOUR CHILD ABLE TO:

- Work and play with other students of same age?
- Use the bathroom by themselves and are daytime toilet trained?
- Sit for short periods of time and attend to a task?
- Participate in discussions: one-on-one, small groups, and a large group?
- Listen to and follow simple directions?

Registration Requirements

Registration requirements are as follows:

- The child must be three or four years old on or before September 1 of the enrollment year for appropriate class—**NO EXCEPTIONS.**
- You verify your child is ready for preschool as described previously.
- The completion of all forms.
- Copy of current immunization record showing date of birth must accompany the registration forms. Please refer to our Immunization Policy later in this Handbook for additional information regarding immunizations.
- Registration fee paid .

Your registration form will be processed and you will be notified in a timely manner. The registration fee is non-refundable unless the student is withdrawn from class prior to August 1.

A review of satisfactory placement shall be made during the first month of classes.



Clothing

Carefully label all clothing (jackets, hats, gloves, sweaters, etc.) and other items sent from home. Show your child where each item is labeled.

Preschool is a time for learning through play with many hands-on experiences. We do many messy things in preschool. *Please make sure your child is wearing suitable clothing.*

We will play outside, weather permitting. Be sure your child is dressed appropriately for the weather. We also play in the gym. *Shoes must be appropriate for running and jumping. Many tears and skinned knees can be prevented by wearing sport shoes instead of dress-up shoes or sandals.*

Tote Bags

Each child will be provided with a tote bag upon initial enrollment in Cross of Christ Preschool. Please use the tote bag provided with your child's name exclusively.



Discipline Policy

Discipline is based on an understanding of the child's needs and stages of development. Discipline and guidance are designed to help the child develop self-control, acceptable behavior, and respect for the rights of others. Discipline is fair, reasonable, consistent, and related to the child's behavior.

There will be no corporal punishment. Discipline will not be severe, humiliating, or frightening. It will not be associated with food, rest, or toileting. Redirection, speaking with the child, and "time out" periods will be used. You will be notified of any disciplinary problems.

A child may be asked not to return to the group when one or more of the following conditions are continually observed:

1. A child's conduct hurts or endangers another child/children.
2. There is wanton destruction of property.
3. A child's behavior is unruly, disruptive, prevents other children from participating in the class activities, or causes an undesirable atmosphere in the room.
4. A child consistently requires more of the teacher or teacher's aide time than our teacher/child ratio allows.



Non-Discriminatory Policy

Cross of Christ Preschool admits students of any race, color, national, religious and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national, religious and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.



Tuition Payment Policy

Students enrolled at Cross of Christ Preschool are charged a tuition amount established annually by the Preschool Board. There are several payment options: monthly, annually (5% discount on tuition if full year's payment is paid BY September 1st), or special arrangements made with the Preschool Board. Concurrent two-child discount: first child—full tuition, each additional child—15% off each month's lower tuition.

A student shall remain in enrollment with current tuition payments. Tuition for late enrollees will be prorated for the month.

If a child is asked to withdraw from school for behavioral problems, prorated tuition for that month will be refunded. In the event a parent withdraws a child from school, the parent must give a 30 day written notice to apply the prepaid last month's tuition. There will not be a tuition refund for the current month. If full year's tuition is paid, a refund will be issued for the following month through May.

Tuition envelopes will be sent home each month and should be returned to the preschool classroom.

Drop-off and Pick-up continued

After school care is **NOT PROVIDED**. Parents need to be prompt, as there will be a **\$10.00 late charge for every 15 minutes** a child is left beyond the end of the session. For example, a child left for one hour past the end of class would result in a \$40.00 charge. Any charges imposed under this provision will be payable at the same time or before the next tuition payment, but no later than 30 days after the charges were accrued. Failure to pay fees will be dealt with in the same manner described in the "Delinquent Tuition Policy" section.

If you bring other children with you to pick-up your student, please closely monitor their behavior, regardless of age. Preschool instruction is ongoing until the end of class and hallway antics are very disruptive. Please be respectful.

For safety reasons, the classroom doors are locked 10 minutes after class starts. If there is a need to come to the classroom between these times, please see the secretary in the office.

Your child will be allowed to leave only with a parent/guardian or those individuals listed on the Registration Form. If an adult arrives to pick up a child, but is not known personally by the teacher, the adult will be asked to provide photo identification.

Transportation

The transportation of the child to and from school is the sole responsibility of the parent. Written or oral permission **from the parent** is necessary for any other person to pick up the child; this includes carpooling.

There will be a sign-in and sign-out sheet available near the entrance to note any changes in transportation arrangements. Any change is important and must be noted.



Drop-off and Pick-up

The classroom doors will be opened 10 minutes prior to the start of class. Do not drop-off your child earlier than 10 minutes before class.

At drop-off, sign your child in and bring them to the classroom to hang up their bag and coat. Please wait until a teacher has acknowledged your child's presence before leaving.

Arrive promptly at the end of class and sign your child out. Please wait in the lobby and your child will be walked out to meet you.

Tuition Payment Policy Continued

Checks or money orders should be made payable to Cross of Christ Preschool. There is a \$20.00 return check fee. We are licensed with the City of Boise; however, we are NOT certified to accept ICCP payments. The registration fee is non-refundable unless the student withdraws prior to August 1st. In case of extended absences, tuition must be kept current in order to keep the student's name on the roster.

First and Last Month's Tuition Policy

For families choosing the monthly tuition payment option, payment for the first and last month's tuition must be paid on or before September 1st. For students enrolling after September 1st, current tuition and last month's tuition are due prior to starting school. Payment for the last month's tuition will be held as a credit throughout the school year and applied on May 1st. In the event that a parent withdraws a child from school prior to May, the last month's tuition will be applied to the last month of the child's attendance. Thirty (30) day written notice is needed to apply the tuition for the last month of enrollment. If thirty (30) day written notice is not given, the tuition cannot be refunded.

Delinquency Policy

Cross of Christ Preschool will adhere to the following steps in dealing with delinquent tuition payments:

1. If payment is not made by the 10th of the month, the parents will be telephoned or emailed regarding the late tuition payment.
2. If payment has not been made by the 20th of the month, an invoice will be mailed reminding the parents the tuition is past due and a \$10 late fee will be assessed.
3. If at the end of the month no payment is received, a written letter from the Preschool Board will be mailed to the parents advising them that tuition is overdue. If the payment is not received within seven (7) days, the Preschool will no longer accept the student, and the last month's tuition will be applied to close the account with a zero balance.

Cross of Christ Preschool does not wish to turn away a student due to tuition problems. The parents can avoid the above steps by making their needs known to the Preschool Board.



School Year Closings

Our school year runs from Labor Day through Memorial Day with school vacations running in accordance with the West Ada School District. The Preschool will remain open on West Ada School District "In Service" days.

A school year calendar can be found in your preschool packet and on line at www.cocboise.org under the youth/preschool/calendar tabs.

In cases of bad weather, we follow the West Ada School District for closings.

Information on school closings can be found on:

www.westada.org

KTVB.com

Cross of Christ Preschool Facebook Page

Cross of Christ Preschool Website -

www.cocboise.org/preschool

In the event of an emergency closing, parents will be contacted by a preschool staff or board member.

Immunization Policy

- Idaho State Law (Idaho Code 39-1118) requires licensed child care providers to keep immunization records on file for all children ages 4 months to 12 years, including provider's own children.
- Immunization records must include name of child, date of birth, and the day, month, and year of each immunization the child received.
- Immunization records must be provided before child starts attendance at Cross of Christ Preschool.
- Children with immunizations missing, incomplete, or not up to date will be excluded from Cross of Christ Preschool until documentation of current immunizations is provided.
- Parents are responsible for providing current documentation each time the child completes a series.

NO EXEMPTIONS—All children must be fully immunized to attend Cross of Christ Preschool.



Attendance

Please notify the preschool when your child will be absent. You may phone our office at 208-375-3992 or email preschool@cocboise.org. Parents should report to the teacher or the Preschool Board if an extended absence occurs. This allows the school to know the intent of the parents to keep the child enrolled as a student.

Illness Policy

A Safe and Healthy Environment is important for all children. This illness policy is designed to decrease disease transmission and protect the health of your child, the other children and the staff.

- Hand washing will be done several times a day including: when staff/children arrive at child care, before eating, after toileting, before food preparation, after handling pets, after wiping noses and cleaning up spills, etc.
- The environment and equipment will be cleaned on a routine basis as needed.
- If the child should become ill while attending Cross of Christ Preschool, the child's parent/guardian will be notified immediately.
- Any ill child will be separated from the other children and be made as comfortable as possible until parent/guardian arrives.

Illness Policy continued

- Parent/Guardian will be notified to pick up the ill child within a specified time frame.
- Please do not bring your child to class if he/she has had diarrhea, vomiting, and/or a fever (101 degrees oral, 102 degrees rectal, 100 degrees axillary (armpit)) accompanied by behavior changes or other signs/symptoms of illness within a 24 hour period.
- Please notify the Cross of Christ Preschool Staff if your child is diagnosed with or exposed to an infectious disease.
- You will be notified if a child or family member attending Cross of Christ Preschool has been diagnosed with an infectious disease. Information about the disease will be provided when possible. Health Department guidelines will be followed.